

1253 – PROPERTY MANAGEMENT CONTRACTS COORDINATOR

NATURE OF WORK

This is responsible administrative, sub-professional and technical work in the City's Property Management Division.

ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES

Serves as Security Surveillance records custodian; maintains and updates keycard access system.

Produces drawings and maintains CADD System.

Drafts and designs architectural and engineering drawings of Property Management projects.

Acts as liaison between the Property Management Division and private contractors, consultants, the general public and other City Departments.

Prepares working drawings for Property Management projects; reviews working drawings for Property Management projects; maintains working drawings for Property Management projects and updates working drawings for Property Management projects.

Performs field inspections relative to Property Management projects for compliance with plans specifications and codes.

Prepares outside service contracts and construction bid documents.

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of surveying, drafting, or building construction practice.

Ability to read and interpret blueprints and other engineering drawings.

Some skill in the use of a transit, level, and other surveying equipment.

Ability to prepare simple engineering drawings.

Ability to plan, coordinate and supervise the work of assigned engineering assistants in the preparation of prints, drawings and related drafting work;

Ability to establish and maintain effective working relations with City personnel, contractor personnel and the general public.

MINIMUM REQUIREMENTS

College level courses in civil engineering and extensive experience in sub-professional engineering or construction work. Experience can substitute for education on a year-for-year basis. Valid Driver's license.

PHYSICAL REQUIREMENTS

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Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to, word processor, calculator, copier, and fax machine. Significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, and handling, sitting, standing, pushing, and pulling.

SUPERVISION RECEIVED

General and specific assignments are received and work is performed with wide latitude for the use of independent judgment and is subject to review for compliance with divisional standards and objectives.

SUPERVISION EXERCISED

Usually none.

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